

State Active Duty Administration

1 October 2007

1.0 GENERAL

Members of the Arizona Army or Air National Guard who are ordered to State Active Duty (SAD) are temporary employees of the State and eligible for limited benefits. DEMA Form 026 Request for Letter Orders is completed, signed by the appropriate fund manager, and forwarded to the Administrative Services Officer who will publish the appropriate orders. State mobilizations are called up through the G-1 (Personnel) with support from the Automated Funding Control Ordering System (AFCOS) System.

2.0 LETTER ORDERS

Due to the often urgent need to mobilize soldiers/airmen to SAD, a Verbal Order of the Commanding Officer (VOCO) is issued (call-up). Subsequent to the VOCO, a written letter order confirming VOCO by the direction of the governor is issued on behalf of The Adjutant General by the Administrative Services Officer. If during this interim period an employer needs verification, the G-1 (Personnel) will prepare a memo verifying duty to be performed.

3.0 PAYROLL

3.1 SAD Pay

Members called to SAD are paid commensurate to military pay according to the DoD Pay Manual and Military Pay Tables based on years of military service, aviation status, rank and dependent status. To determine SAD pay, relevant information is retrieved from the Standard Installation Division Personnel Reporting System (SIDPERS) (Army) or the Advanced Personnel Data System (Air). Members must insure the information is up to date in these systems by checking with the unit administrator. Military Pay includes base pay, flight pay, basic allowance for housing (BAH), and basic allowance for subsistence (BAS). If meals are provided, BAS is not paid. In addition to Military Pay, enlisted members performing SAD under a declared emergency are authorized an additional \$30.00 per day (additional pay provisions do not apply to officers).

3.2 Fire Duty

Enlisted members serving Fire Duty authorized by the State Land Department will be compensated at the established firefighter hourly rate, or the rate stated in Section 20.2.1, whichever is greater.

3.3 Pay Period

Pay periods end every other Friday and paychecks are issued the following week. Under some conditions it is not unusual for a person to receive his/her check 30 days after completion of SAD. Each member will receive a copy of the letter order and/or a SAD Military Pay Voucher with their SAD paycheck.

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Any member who is an active employee of any State agency other than DEMA will receive their SAD pay through the normal pay channels of their agency. SAD pay is transferred to the employee's agency and added to any other pay due from that agency.

If a member believes there is a pay problem or that they were accounted for incorrectly, they must go through organizational levels to rectify the problem in a timely manner.

3.4 Taxes

SAD members pay FICA/MED, federal, and state taxes. Each member must complete an A-4 (State of Arizona) and W-4 (federal) withholding form prior to deployment at home station. The unit forwards these documents up organizational levels to the DEMA State Administrative Services Office. Members' year-end W-2 forms will reflect total military pay for the entire calendar year. Base pay, flight pay, and (if applicable) \$30.00 a day SAD emergency pay will be shown as taxable income. BAH and BAS will be shown as non-taxable income. If during the year any tax was withheld from allowances, it will be shown properly on the year-end W-2.

4.0 **WORKERS' COMPENSATION**

Workers' Compensation provides medical and wage benefits to a member who sustains an industrial injury or illness which arises out of and within the course and scope of employment. Employment starts when the member reports to his/her respective duty station. Workers' compensation does not cover commuting time to and from work or any non-duty time and/or non-employment related injury or illness. The Department of Administration, Risk Management Division is the State of Arizona's industrial insurance carrier. There is no policy number because the State of Arizona is self-insured.

The SAD member must report any injury/illness immediately to his/her supervisor. It is the supervisor's responsibility to help the member obtain medical attention if necessary, and to file a Supervisor's Report of Injury form and Employer's Report of Industrial Injury form with the Administrative Services Office. If the injury is serious, call 911 for immediate medical care. Medical bills for industrial injuries/illnesses are to be sent to the Administrative Services Office.

4.1 Death Benefits

Per A.R.S. 23-1046, in the case of an injury causing death, temporary employees (State Active Duty) are covered under State of Arizona Workers' Compensation Laws. Benefits are:

1. Up to \$5,000 in burial expenses.
2. To the surviving spouse, if there are no children, $66\frac{2}{3}\%$ of the average monthly wage of the deceased, to be paid until such spouse's death or remarriage, with two years compensation in one lump sum upon remarriage.

3. To the surviving spouse, if there are children, 35% of the average monthly wage of the deceased, to be paid until such spouse's death or remarriage, with two years compensation in one sum upon remarriage; and to the surviving children an additional $31\frac{2}{3}\%$ of the average monthly wage, to be divided equally among them until the age of 18 years, until the age of 22 years if the child is enrolled as a full-time student in any accredited educational institution, or if over 18 years and incapable of self-support when the child becomes capable of self-support.

5.0 HEALTH, LIFE, & DISABILITY INSURANCE

SAD members do not participate in the State's elective health, life or disability income insurance programs unless they are also a regular State employee for DEMA or another State agency.

6.0 HOLIDAY PAY

Paid holidays are authorized for SAD personnel who meet the following criteria:

1. Must have been on orders at least five days per week for four continuous weeks immediately prior to the legal holiday.
2. Must have performed SAD the regularly scheduled day before and day after the holiday.

If a member is required to perform SAD on a legal holiday or if the holiday falls on the member's regularly scheduled day off, and they meet the above conditions, that member will be entitled to holiday compensation in one of the following forms, as determined by the Plans, Operations, and Military Support Office (POMSO):

1. The holiday will be moved to another day within the **current** pay period, and the member will receive one day's pay for that day (preferred); or
2. The member will receive one day's standard holiday pay in addition to the normal day's pay. Standard holiday pay consists of military base pay, supplemental salary (if authorized), and flight pay (if authorized). Holiday pay does not include BAS or BAH.

7.0 TRAVEL

7.1 Per Diem

Per Diem is an allowance for meals and travel-related expenses. Per Diem is authorized only by the POMSO in coordination with the DEMA comptroller. The SAD member must be in an authorized travel status, and will be eligible for reimbursement at daily maximum rate. See the State travel policy for current Per Diem rates.

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To receive Per Diem, a member must be deployed at least 35 miles from his/her residence and home station. Under certain conditions local travel Per Diem is available.

7.2 Lodging

The SAD member must be in an authorized travel status to be reimbursed for lodging costs. The original lodging receipt is required. Rates vary per city and/or time of year. Where lodging and meals are provided, reimbursement will not be authorized.

Procedures for travel claims are included in the Travel Claims Procedures available from the POMSO through the Task Force Commander.

8.0 ABSENCE FROM EMPLOYMENT FOR MILITARY DUTY

Per A.R.S. 26-168, an employer shall not refuse to permit members of the National Guard to take a leave of absence from employment for the purpose of complying with competent orders of the State. The leave of absence shall not affect vacation rights which employees otherwise have, except that an employer need not consider the period of absence as a period of work performed for him/her in determining eligibility for vacation and the amount of vacation pay to which the employee is entitled.

A member of the National Guard shall not lose seniority or precedence while absent under competent military orders. Upon return to employment, the employee shall be returned to his/her previous position, or to a higher position commensurate with his/her ability and experience, as seniority or precedence would ordinarily entitle him/her. State, federal and AGR employees must ensure they check with their full-time personnel system regarding leave status while on SAD.

9.0 MILITARY LEAVE

Those Guard members who are called to SAD and work full-time for the State of Arizona or any political subdivision to include public school districts are authorized the use of military leave in accordance with A.R.S. 26-168. This provision does not apply to federal employees. Civilian employers each have their own leave policies that will prevail for their employees on SAD.

10.0 DRIVER'S LICENSE

National Guard members performing SAD must have a valid civilian driver's license issued by their legal state of residence before driving any vehicle on SAD.

11.0 SERVICE AWARD/RIBBON

The Arizona State Active Duty Service Ribbon (AZSADR) is awarded to members of the Arizona National Guard who honorably serve on SAD during an emergency that has been

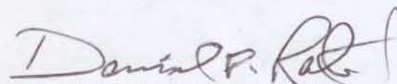
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declared by the Governor. Such service must have been performed during a period of emergency as announced in a Letter Order published by the DEMA Administrative Services Office. This award is for the first time performance of SAD. There are no subsequent awards.

The award must be requested through the unit using AZ ARNG Form 600-22. For additional information, see AZ STARC PAM 600-8-22.

BY ORDER OF THE GOVERNOR:



DAVID P. RATACZAK
Major General, AZ ARNG
The Adjutant General